



# OPTIONAL TITLE V MEETING FAQ

## ANSWERING YOUR QUESTIONS ABOUT PRE-APPLICATION MEETINGS

We are here to help. Title V permit writers can provide your business with assistance in preparing a Title V permit application. Scheduling a pre-application meeting with the DNR can result in a better application and faster receipt of your permit. Sometimes concerns arise during DNR review of the application and we can help with that too.

### WHY HAVE A PRE-APPLICATION MEETING?

The pre-meeting identifies opportunities to resolve complications that may arise during the technical review process, improves efficiency of the permit writing process and results in a better organized final permit that suits your business' needs. DNR will also be available to answer questions as you work through the application process.

#### 1. What type of information is discussed during a pre-application meeting?

The topics covered will vary based on the specific business. However, the discussion will likely include:

- any new or proposed changes (equipment, process, location contacts) at your business since the previous permit was issued;
- new/modified/rescinded construction permits;
- new or modified applicable requirements, regulations or guidance that may apply to your business;
- current compliance status;
- ideal organization of the permit to meet the needs of the business; and
- the likely timeline for DNR to issue the permit.

#### 2. Who should attend the pre-application meeting?

The business representatives are at the discretion of the applicant. DNR attendees will be a Title V permit writer and a Title V lead worker. DNR can send other staff if the business requests them. Names and titles of all attendees must be disclosed by both parties prior to the meeting.

#### 3. Will the Title V permit writer attending the meeting be the permit writer assigned to draft my permit?

In most cases, yes. Every effort will be made to ensure the permit writer attending the meeting will be assigned to draft the permit.

#### 4. Where will the meeting be held?

The location of the meeting is at the discretion of the business. It can be held at the Air Quality Bureau in

Windsor Heights, at the business or via video conferencing.

#### 5. What do I need for a video conference meeting?

Video Conference meetings are conducted through Google Hangout or Go To Meeting. Both require a computer with internet capabilities, a microphone and a camera. In addition Google Hangouts requires a gmail account.

#### 6. Is this optional pre-application meeting billable?

Yes, the meeting, [including DNR staff time spent at the meeting](#), and all preparation by the DNR is billable at the rate established in the fee schedule available at [www.iowadnr.gov/aqfees](http://www.iowadnr.gov/aqfees). The work time DNR spends preparing for the meeting is work that would otherwise be done during the technical review of the submitted application and will result in a better application. Although DNR bills for the preparation and the pre-application meeting, we expect the pre-application meeting will increase efficiency and reduce the overall cost of acquiring the required Title V permit.

#### 7. What are the factors affecting cost?

A major factor affecting the cost of the pre-application meeting is DNR staff time, which will vary based on the size of the business, the complexity of applicable requirements, the number of emission points, the amount of changes being made, location of the meeting (travel time), etc. Fees also apply for the time staff (permit writer, senior and any staff requested by the business) attends the meeting. The time for an Air Quality supervisor to attend the meeting is usually not a billable item.

General assistance can also be billable. However, if DNR can easily answer your question, it likely will not be billed. If your questions require additional research and a formal response, we will let you know if it's billable or not.

**8. Should I bring potential to emit (PTE) calculations to the meeting?**

They are not required. However, if you anticipate a program or regulatory applicability change it may be beneficial to bring them.

**9. Can I get a Microsoft Word document version of my current permit to highlight changes to accompany application forms?**

Yes. Contact Weston Li at 515-725-9580 or [Weston.Li@dnr.iowa.gov](mailto:Weston.Li@dnr.iowa.gov)

**10. Where can I find application [forms](#)?**

If you are online clicking "forms" above will take you directly to the Title V application forms. Alternatively they can also be found by going here: [www.iowadnr.gov/airoperatingpermits](http://www.iowadnr.gov/airoperatingpermits) and clicking on "Title V Forms and Instructions."

**11. How do I request a pre-application meeting?**

Contact Weston Li at 515-725-9580 or [Weston.Li@dnr.iowa.gov](mailto:Weston.Li@dnr.iowa.gov) and submit a signed Form 1.0 with the box "Pre-Application Meeting Request" checked at the top.

**12. When should the meeting be scheduled?**

DNR will need about 60 days to assemble the needed information before the meeting. The business will likely need about six months to prepare the Title V application. So,

- Request a pre-application meeting—at least eight months before the due date.
- Plan for the meeting to be held approximately six months before the due date.

**13. What about concerns that come up after the application is submitted?**

A post-application meeting can be scheduled at any time. The optimal options are after the technical review is completed or after the facility review. Sometimes a face-to-face meeting can resolve concerns more efficiently than a phone call or email. Just let the permit writer assigned to your application know you are interested in a meeting. We can work with you to determine the best time and place and people to include.

**14. What if I do not want a pre-meeting?**

Pre-meetings are always optional. It's up to you and your company to determine if the benefits of the pre-meeting outweigh the costs. Again, if you just need simple assistance with a permit question, please call Weston Li at 515-725-9580. DNR will not bill for a simple answer about a permit question. However, DNR will need to charge a fee for research or if extensive help is needed.